

Key Information Document



This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

The Fair Work Agency (FWA) is the government authority responsible for the enforcement of certain agency rights. You can raise a concern with them directly on 0345 161 6000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	A Candidate
Name of Employment Business:	Practicus Limited
Name of intermediary or umbrella company:	Sapphire DNP Limited
Your employer:	Sapphire DNP Limited
Type of contract:	Employment Contract
Who will be responsible for paying you:	Sapphire DNP Limited
How often you will be paid:	Weekly following receipt of hours worked
Illustrative pay	£500pd / 5 days pw

Intermediary or Umbrella Company Pay Information

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate tax and other deductions and then pay you for the work undertaken for the end client.

Practicus will still be finding you assignments. The money earned on your assignments will be transferred to the umbrella company as part of their income and they will then pay you your wage. All the deductions made which affect your wage are listed below.

If you have any queries about this please contact us or the umbrella company.

Name of intermediary or umbrella company:	Sapphire DNP Limited
Any business connection between the intermediary or umbrella company, the employment business, and the person responsible for paying you:	No
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£2500pw
Deductions from umbrella income required by law:	*Employers National Insurance - calculated at 15% of the gross figure *Apprenticeship Levy *Employer Pension (if opted in) *Holiday Pay (if opted in)
Any other deductions from umbrella income:	Umbrella Margin £12.00pw
Expected or minimum rate of pay to you:	No less than national minimum wage

Deductions from your wage required by law:	Income Tax & Employees National Insurance Employee pension (if opted in)
Any other deductions or costs taken from your wage:	No
Any fees for goods or services:	No
Holiday entitlement and pay:	28 days per year (including bank holidays) Holiday Allowance 12.07% is applied on a pro-rated basis to calculate your holiday pay allocation from your gross taxable pay.
Additional benefits:	Smart Rewards

Example Pay

	Umbrella income & fees	Worker income & fees
Example gross rate of pay to intermediary or umbrella company from us:	Contract Income: £2,500.00	
Deductions from intermediary or umbrella income required by law:	£322.86 Employer's NI & App Levy	
Any other deductions or costs taken from intermediary or umbrella income:	£12.00 Admin Margin	
Example rate of pay to you (Inc Holiday Pay):		£2,165.14
Deductions from your pay required by law:		£81.96 Employee NI £624.20 PAYE
Any other deductions or costs taken from your pay:		
Any fees for goods or services:		
Example net take home pay:		£1,458.98 Net Take Home Pay

- The figures in this Key Information Document are for illustration purposes only. For a more tailored quote, please get in contact with us or the umbrella company
- Pension contributions *are* included in the Key Information Document illustration.